

# Williamson County Parks & Recreation

## Summer Camp 2005

### "A World of Fun"

#### Camp Information

7 Week Program - June 13<sup>th</sup> to July 29<sup>th</sup> *\*\*No camp Mon. July 4<sup>th</sup>\*\**

Monday thru Friday 7:30am to 5:30pm Ages 5 to 12

In order to participate in the Summer Camp program, children can be 5 years old IF they are turning 6 by September 30, 2005 and can be NO older than 12 years of age after May 7th, 2005. There are NO exceptions to this policy. Based on past experiences, we feel that this age group is best suited for this program.

Camp Locations (These 8 Williamson County Elementary Schools ONLY) :  
Crockett, Grassland, Heritage, Hunters Bend,  
Lipscomb, Nolensville, Trinity, Westwood

#### Activities Include

Field Trips \* Theme Days \* Tournaments \* Athletic Activities  
Musical Activities \* Indoor & Outdoor Games \* Board Games  
Arts & Crafts \* Guest Speakers and OH SO MUCH MORE!!!

#### Registration Information

Although camp is held at the following Williamson County Elementary Schools....

**DO NOT GO TO THE SCHOOLS TO REGISTER**

Registration for the following camp locations will be held at the

Williamson County Recreation Complex  
1120 Hillsboro Road, Franklin

Monday, May 2nd 7:00am-7:00pm (or until FULL)  
**Heritage & Lipscomb Sites ONLY**

Tuesday, May 3rd AND Thursday, May 4th  
7:00am-7:00pm (or until FULL)  
**Crockett \* Grassland \* Hunters Bend**  
**Nolensville \* Trinity**  
Heritage & Lipscomb (if available)

Saturday, May 7th 9:00am-12:00noon  
**Final Registration for 7 camp sites listed above (if available)**

Registration for the **Westwood Site ONLY**  
will take place at the  
**Fairview Recreation Center (2714 Fairview Blvd. West)**  
Tues. May 3rd & Thurs. May 5th 8:00am-8:00pm AND  
Saturday, May 7th from 9:00am-12:00noon

Registration for any of the 8 Locations will NOT take place after  
May 7<sup>th</sup>.

After this date, you must call to be placed on a waiting list.

Registration Fee: \$25.00 (per child) Camp Fees: \$15.00 (per  
day, per child)

Financial Assistance is Available (see below for more information)

### Registration Information

- 1) A **\$25.00 Non-Refundable Registration** Fee MUST be paid upon registration for each child signing up for the program.
- 2) At the time of registration, you will also be required to pay AT LEAST one day's camp fees (\$15.00) for each child. (This payment will be applied to your child(ren)'s first day of camp - regardless of which day they start).
- 3) To be eligible for the Summer Camp Program, a parent or legal guardian of an interested child MUST live or work in Williamson County.
- 4) ONLY a parent or legal guardian may register a child for the Summer Camp Program.
- 5) Registration paperwork must be filled out in person by the parent or legal guardian during the designated registration times listed. No one will be permitted to register prior to these dates and times - registration by telephone is not permissible.

**NEW for 2005 – LATE PAYMENT FEE:** You have until 5:30pm each Friday to make payment for any days attended within that week by your child(ren). **If payment has not been made by 5:30pm on Friday then an additional fee of \$5.00 (per child) will be assessed for each day attended.**

**Example:** *If your child attended 3 days (and you had not pre-paid for those days) you would owe \$45.00. If you didn't make that payment by 5:30pm on the Friday of the week your child attended those 3 days, \$5.00 would be added for each day bringing the total due to \$60.00. CHILDREN WILL NOT BE PERMITTED TO ATTEND ADDITIONAL DAYS UNTIL PAYMENT HAS BEEN MADE.*

### Financial Assistance

Financial Assistance is available for Williamson County Residents ONLY. Approved financial aid applicants pay an adjusted registration fee & daily camp fees. Call 790-5719 ext.18 to request an application. **All forms must be completed and returned to our office no later than Wednesday, April 27, 2005!! Forms submitted AFTER this date MAY NOT BE CONSIDERED.** Returned forms will be submitted to the Deputy Director of Parks & Recreation and decisions regarding financial aid will be at his discretion.

## **Camp Fee Structure**

*The Parks & Recreation Department prides itself in being able to offer your child an exceptional summer program, full of exciting activities for a reasonable cost. And unlike many other programs, we offer flexibility to fit your needs. You are not "locked" into any set number of days your child can attend and you are not forced to pay for any days you do not use. We understand that due to hectic lifestyles and varying schedules, which can change at any time due to a number of reasons, you may not know exactly which days your child will attend camp. Once registered, you are guaranteed a spot for the entire 8 week program and can pick and choose the days your child will attend. We never have to know up front what days your child will be at camp - completely flexible just for you.*

## **Daily Fees**

\$15.00 per day, per child (Field Trip fees are included and are not additional or optional).

If your child(ren) will attend infrequently (a day here, a day there), you may choose to pay the daily rate each morning your child attends OR if you plan for your child(ren) to attend on a more regular basis, you may opt to purchase "Block Days" up front.

## **"Block Days" Information**

- 1) Any desired number of days may be paid for at any time, which will be considered as "Block Days". Example: You may wish to purchase 5 days, 12 days, 20 days at one time, up front. You may pick any number of days, convenient to your needs.
- 2) Block days may be used at any time throughout the program. They do not necessarily have to be used in consecutive order (Monday-Friday). They can be used at any time throughout the 7 week program.
- 3) Once you have used all of your prepaid days, and you plan for your child to continue attending camp, you may purchase additional days at camp.
- 4) If you like the convenience of paying on a "weekly" basis, you can choose to buy "5" days each Monday (\$75.00 per child). And remember, if something "comes up" or your child is sick and they miss a day or two, then you don't just lose those days. You can carry them over and use them at any time throughout the program!!!

## **Save \$ by paying for the entire 7 week program up front!!!**

- \* The amount is \$450.00 for the 1<sup>st</sup> child (A \$60.00 savings!!!)
- \* Pay \$400.00 for each additional child (Save an additional \$50.00!!)
- \* This payment MUST be paid in full at the time of registration or on the first day of camp which is Monday, June 13, 2004. NO EXCEPTIONS!
  - **This payment is NON-REFUNDABLE!!!!**

***-Continued***

# SUMMER FUN DAY CAMP 2005

## Policies and Procedures

1. **Camp hours are from 7:30a.m. to 5:30p.m.** - Children are not to be dropped off before 7:30a.m. and MUST be picked up no later than 5:30p.m. A late fee of \$5.00 per camper for every 15 minutes late (or portion thereof) will be assessed for campers who are not picked up by the program's scheduled closing time. We understand that emergencies do arise and request that parents call the campsite if they are delayed. However, a late fee will still be assessed. Payment is due when you pick up your camper.
2. **Parents or Legal Guardians MUST bring their child(ren) in each morning to sign them in and to take care of payment if it is due!!!!** Camp fees MUST be made prior to leaving your child(ren) in our care. Children will not be admitted for the day unless payment has been made. **NO PAYMENT - NO CARE!!!!**
3. **Children will need to bring a lunch and a drink everyday to camp**, unless there is something "SPECIAL" taking place. Children will need to bring an extra snack and drink for afternoons during snack time.
4. If your child is required to be given **medication** during camp hours, please label the medicine container with your child's name and write out detailed instructions regarding the dosage amount and the time your child will need to take his or her medication. These should be given to the head leader in the morning.
5. Children should wear comfortable clothing to camp, such as t-shirts and shorts, **tennis shoes w/socks are required**. Due to many outside games and activities we request NO sandals or flip flops (except on swim or water days), please. If children do not have the proper shoes, they may be required to "sit out" games and activities for safety reasons.
6. **Please have your child's name on all items brought to camp** - Examples: lunch boxes, camp t-shirts, backpacks, towels, etc. The WCPRD is NOT responsible for personal items brought to camp, for example: Toys, books, puzzles, floats, goggles, etc. **GAMEBOYS OR HANDHELD COMPUTER GAMES MAY NOT BE BROUGHT TO CAMP.**
7. If your child will be walking or riding a bike to and from camp, or if he or she will be picked-up by someone other than yourself a note will be required to be kept on file at camp.
8. A schedule of activities and events will be handed out each week. PLEASE be aware that this schedule is a suggestive guide for the counselors and that all games and activities are subject to change without notice. Counselors may substitute games and activities listed to best meet the needs of their particular group.
9. CONTACTING THE CAMP SITE: If you need to contact your child at his or her camp location, you will need to ask the head leader for the numbers of his/her cell phone for their particular camp location. If you cannot reach them at either of these numbers, you can call the Recreation Department at **790-5719, ext. 10** and we will help you contact the camp.

10. **FIELD TRIPS:** All Field Trip fees are included in the daily fees and are not additional or optional. *\*CAMP SITES WILL BE CLOSED ON FIELD TRIP DAYS\** meaning all children in attendance the day of a field trip will attend the trip. A counselor will not stay at the site to supervise any children who do not wish to attend the trip. If children do not wish to attend the trip for some reason, you will need to find alternative care. *\*Field Trips that are cancelled due to inclement weather may NOT be made up due to the difficulty rescheduling buses and admission.*  
*\*NOTICE - If your child attends the swimming field trips and is not a strong swimmer, please be sure to make the staff aware of this and send flotation devices with your child.*  
All children and staff are transported on Williamson County School Buses, driven by Williamson County School Bus Drivers for all field trips.

11. Please be aware that on the days of Field Trips it is *vitaly important* that you drop your child(ren) off at the campsite early....**NO LATER than 30 minutes prior to departure time.** Please be aware that we have several procedures to go through in order to assure that everything is organized for the trip and that all children are accounted for and safe. When you arrive late, you delay this process and cause us to be late arriving at our scheduled destination. If you arrive late, you will be told to follow the bus and check your children in with the head leader at the field trip destination.

12. Please be aware that **camp will be CLOSED Monday, July 4<sup>th</sup>** (Government Observance for the Fourth of July Holiday). **Also be aware that the last day for the camp program is Friday, July 29<sup>th</sup>.**

13. **LOST & FOUND** - Each site will keep a box of lost & found items throughout the summer. Please check the site to claim your lost & found items as quickly as possible.  
Please be aware that once the program has ended (July 29<sup>th</sup>), any items left in the camp lost & found boxes will be donated to Good Will. **WCPRD is NOT responsible for any personal items brought to camp.**

14. **RETURN CHECK POLICY:** It is Williamson County Government's Policy that a \$25.00 service fee be charged for all returned checks. *If your bank returns a check marked "Insufficient Funds" from your account to us, you will be required to pay the amount of the check and the \$25.00 service charge IN CASH at the Recreation Complex in Franklin and not at the campsite your child(ren) attends.* This MUST be done within 5 working days from the time you receive notice from our department that your check was marked for "Insufficient Funds". If this is not taken care of in those 5 days, your child will not be admitted at camp until the issue has been resolved.

15. Parents, please retain all receipts from the Summer Program. **We do not provide any documentation for Tax Purposes.**

16. **REFUNDS:** *It is our policy that NO REFUNDS will be issued for children who are sent home for inappropriate behavior. Refunds will NOT be issued for the \$25.00 registration fee or for the \$450.00 amount for the entire 7 weeks. Refund requests MUST be made in writing and submitted to our office no later than 10 working days past the time missed or unused.* Refund requests may be submitted to:

**WCPRD**

**Attn: Laurie Kamunen**  
**1120 Hillsboro Road**  
**Franklin, Tn. 37064**

***No refunds will be issued after:***  
**Friday, August 5, 2005**

**For more information regarding the camp program, call 790-5719 ext. 18**